Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from

(Date)

(Revised 1/3/11)

Form RE-2

travel. Submit all form	s to the Office of Publ	ic Records in 232 Har	Building.	16 NOV 14 PM 2: 1	6
In compliance with Ru be reimbursed/paid for	le 35.2(a) and (c), I ma me. I also certify that	ake the following disclosed in the latest that the latest the late	sures with respect to t	ravel expenses that have been or	wi
☑ The <u>original</u> Employ ☑ A <u>copy</u> of the Priva	te Sponsor Travel Cer	tification (Form RE-1), A	attachments (itinerary	, invitee list, etc.)	
Private Sponsor(s) (list	Success Acad	emy Charter Schoo	\$ 		
October Travel date(s):	er 21, 2016			<u> </u>	
Name of accompanying Relationship to Travele	er: 🔲 Spouse 🔲 🤇	Child			
IF THE COST OF LODGING C	SING DID NOT INCRE	EASE DUE TO THE ACC EXPENSES. (Attach addit	OMPANYING SPOUS ional pages if necessary	SE OR DEPENDENT CHILD, ONL'	Y
Expenses for Employ		Lodging Expenses	Meal Expenses	Other Expenses	
	Expenses			(Amount & Description)	
☑ Good Faith Estimate	\$260		\$25		
☐ Actual Amount					
Expenses for Accomp	oanying Spouse or De	pendent Child (if applie	able):		
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)	
☐ Good Faith Estimate					
☐ Actual Amount					
Provide a description necessary.): Attache	of all meetings and eved	ents attended. See Sena	te Rule 35.2(c)(6). (A	Attach additional pages if	
<u>çə</u>			<u> </u>		
© (Date)	Jacqueli ne (Printed)	Tromas		(Signature of traveler)	
(Date)	(Printed	name of traveler)	<i>(</i>) ¹	(Signature of traveter)	
TO BE COMPLETE	D BY SUPERVISING	MEMBER/OFFICER:			
I have made a determ	ination that the expens	es set out above in conn tion, lodging, and relate	ections with travel de	scribed in the <i>Employee Pre-Tra</i> d in Rule 35.	ve
11/14/14 Date)			(Signature of Sup	ervising Sentitor/Officer)	

Form RE-1

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

(Revised 10/19/15)

Jame of Traveler:	acqueline Thomas
	Senator Coons
Employing Office/Committee: Success Academy Charter	Schools
Success Academy Charter Private Sponsor(s) (list all):	
10/21/16 Fravel date(s):	
Note: If you plan to extend the trip for any reason yo	nı <u>must</u> notify the Committee.
New York City Destination(s):	
Explain how this trip is specifically connected to the traveler	's official or representational duties:
I handle education policy for Senator Coons. Go practices of high-performing charter schools will Delaware.	ing to visit Success Academy and learning best help me share this information with charters in
Name of accompanying family member (if any):	omplete and correct to the best of my knowledge:
Secretary for the Majority, Secretary for the Minority, and Chaplai Senator Chris Coons	(President of the Senate, Secretary of the Senate, Sergeant at Arms in): Jacqueline Thomas
hereby at (Print Senator's/Officer's Name)	(Print Traveler's Name)
in employee under my direct supervision, to accept payment elated expenses for travel to the event described above. I had all the elates as a Senate employee or an officeholder, and will not expense.	t or reimbursement for necessary transportation, lodging, and ave determined that this travel is in connection with his or her create the appearance that he or she is using public office for
private gain.	
have also determined that the attendance of the employee's	s spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box)	The state of the s
9 () () (Date)	(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

l.	Sponsor(s) of the trip (please list all sponsors):
	Success Academy Charter Schools
2.	Success Academy Charter Schools is inviting congressional staffers to come for Description of the trip:
	a site visit to observe and tour two of our elementary schools
3.	10/21/16 Dates of travel:
4.	New York City Place of travel:
5.	See attached form. Name and title of Senate invitees:
· 5.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
•	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	÷¦AND÷
•	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
•	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

	USE ONLY IF YOU CHECKED QUESTION 6(B) Certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobby ists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
]	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
•	An itinerary for the trin is attached to this form. I certify that the attached itinerary is a detailed (hour-
į	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
]	by-hour), complete, and final itinerary for the trip.
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip:
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: Success Academy Charter Schools is a non-profit organization that manages high-performing charter
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: Success Academy Charter Schools is a non-profit organization that manages high-performing charter schools in New York City. This trip will allow Congressional staffers to observe the innovative teaching and learning techniques employed inside Success Academy classrooms Briefly describe each sponsor's prior history of sponsoring congressional trips:
]	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: Success Academy Charter Schools is the only sponsor of this trip and is solely responsible for arranging all logistics and conducting the trip on the day of the event. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: Success Academy Charter Schools is a non-profit organization that manages high-performing charter schools in New York City. This trip will allow Congressional staffers to observe the innovative teaching and learning techniques employed inside Success Academy classrooms

principals, and other education professionals. Success Academy is also engaged in educating the pub						
and other stakeholde	rs about innovative edu	ucation methods and	the need for education	on reform.		
Total Expenses for Each Participant:						
	Transportation Expenses \$260.00	Lodging Expenses	Meal Expenses \$25.00	Other		
Good Faith estimate	φ200.00		φ 2 0.00			
☐ Actual Amounts						
participation or b) the congressional participa		that is arranged or or	ganized <i>specifically</i> w	vith regard to		
congressional participa This trip involves an e	trip involves an event ation: vent that is arranged s	that is arranged or org	ganized <i>specifically</i> w	vith regard to		
congressional participation or b) the congressional participation. This trip involves an e	trip involves an event	that is arranged or org	ganized <i>specifically</i> we have a second residual particular to congressional particula	rticipation.		
congressional participations this trip involves an e	trip involves an event ation: vent that is arranged s	that is arranged or org	ganized <i>specifically</i> we have a second residual particular to congressional particula	rticipation.		
Participation or b) the congressional participation. This trip involves an expension of large and location of large and large an	trip involves an event ation: vent that is arranged s	pecifically with regard	ganized <i>specifically</i> we have a second residual particular to congressional particula	rticipation.		
Participation or b) the congressional participation. This trip involves an expense Reason for selecting the Staffers will travel to a New York City. Name and location of In/a	trip involves an event ation: vent that is arranged s the location of the event Success Academy sc	pecifically with regard or trip hool to observe class	ganized <i>specifically</i> we have a second residual particular to congressional particula	rticipation.		

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	The daily expense for this trip will not exceed the per diem rate of the federal government, which is				
	currently set at \$306.00 for New York City				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary: All staffers will travel via train from Washington DC to New York City. It will be coach transportation.				
	Staffers will use a cab service to get to the schools from the train station, and back.				
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	n/a				
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor:				
	Emily Kim, Executive Vice President for Policy and Legal Affairs Name and Title:				
	Success Academy Charter Schools Name of Organization:				
	95 Pine Street, New York, NY 10005 Address:				
	917-834-2893 Telephone Number:				
	646-961-4739 Fax Number:				
	emily.kim@successacademies.org E-mail Address:				

The following is a list of ALL Senate employees who have been invited to this event pursuant to item 5 on the Private Sponsor Travel Certification Form issued by the U.S. Senate Committee on Ethics.

Morgan Brand, Legislative Aide Alyson Kelly, Legislative Correspondent Sarah Reingold, Legislative Correspondent Robert Moran, Deputy Director of Education Policy Amanda Beaumont, Education Counsel Peter Oppenheim, Educational Policy Director Lindsay Fryer, Senior Educational Policy Advisor Andrew LaCasse, Educational Policy Advisor Lauren Davies, Educational Policy Advisor Mike Gentile, Professional Staff Member Bryce McKibben, Policy Advisor Sarah Bolton, Education Policy Director Allie Kimmel, Education Policy Advisor Mark Lasich, Professional Staff Member David Cleary, Chief of Staff Christopher Toppings, Legislative Assistant Brett Layson, Legislative Assistant Pamela Davidson, Legislative Assistant Brian Looser, Legislative Assistant Natalie Burkhalter, Legislative Assistant Steve Townsend, Legislative Assistant Katie Neal, Legislative Assistant Crystal Martinez, Legislative Assistant Emily Smith, Legislative Assistant Eamonn Collins, Legislative Assistant Ashley Eden, Legislative Assistant Shawn Bills, Legislative Assistant Louis Katz, Legislative Assistant Brenna Barber, Legislative Assistant Brent Palmer, Legislative Assistant Gohar Sedighi, Legislative Assistant Brian Moulton, Legislative Assistant Jacqueline Thomas, Legislative Assistant David Cole, Legislative Assistant Courtney Asbill, Legislative Correspondent Claire Sanderson, Legislative Assistant

TRIP ITINERARY

Travel/Arrival Time for Elected Staffers:

6:00 AM-9:00 AM: Commute from DC to NY by train

9:00 AM-10:00 AM: Commute by Car Service to Success Academy Harlem 1

Event Time:

10:00 AM-10:30 AM: Networking Breakfast with Principal Danique Loving & parents of Harlem 1

10:30 AM-11:00 AM: Introductory Remarks from Eva Moskowitz, Founder & CEO

11:10 AM-11:50 PM: Tour of School (Includes tour of 3 different classrooms; K-2 grades)

12:00 AM-12:30 PM: Q&A with scholars

12:30 PM - 1:15 PM: Travel to Success Academy Upper West by Uber

1:30 PM-2:15 PM: Networking Lunch with Principal Jen Haynes & parents of Upper West 2:15PM-2:50 PM: Tour of School (Includes tour of 3 different classrooms; 3-4 grades)

3:00 PM-3:30 PM: Q&A on classroom observations with teachers & leader

3:30 PM-3:45 PM: Closing Remarks by Jen Haynes & Emily Kim

Return Travel Time for Elected Staffers:

4:00 PM-5:00 PM: Travel by Car Service to NY Penn Station 5:00 PM-9:00 PM: Return commute from NY to DC by train

AGENDA: 10/21/16 Success Academy Site Visit

Travel from DC

6:00 AM-9:00 AM: Commute from DC Union Station to NY Penn Station (5:55am Acela Express)

9:00 AM-10:00 AM: Commute by car service to Success Academy Harlem 1

We will provide car service and will meet you outside the T.G.I. Friday's near the

Amtrak Timetable

EVENT:

10:00 AM-10:45 AM: Breakfast with SA Harlem 1 Principal Danique Loving & parent representatives

10:45 AM-11:00 AM: Introductory Remarks from Principal & Emily Kim

11:10 AM-11:50 PM: Classroom Observations led by scholar ambassador, Kimberly Guzman

Number Stories (math) taught by Paige Schuler & Pranati Kumar

Blocks taught by Hillary Robbins

Science taught by Samantha Hollander

12:00 PM-12:30 PM: Q&A Session

12:30 PM-1:15 PM: Travel by car service to Success Academy Upper West

1:15 PM-2:15 PM: Lunch with SA Upper West Principal Jen Haynes & parent representatives

2:15PM-2:50 PM: (Round Robin) Classroom Observations led by scholar ambassadors, Isabella Cicero,

Sanaa Blake & Immanuel Lopez

Shared Text (ELA) taught by Amirah Nash

Art taught by Gina Pellegrino

Dance taught by Jennifer Davis

2:55PM-3:00 PM: Community Circle observation with Mr. Fernandez, Ms. Labusohr, and Ms. Damo

3:00 PM-3:20 PM: Q&A Session

3:20 PM-3:40 PM: Closing Remarks

Return Travel to DC:

3:45 PM-4:15 PM: Travel by Car Service from SA Upper West to NY Penn Station

4:40 PM-8:10 PM: Commute from NY Penn Station to DC Union Station (4:42pm Northeast Regional)